

Description

The Professional Renewal Leave Program (PRL) provides the opportunity for professional revitalization and development to a limited number of Laboratory managers or Technical Staff Members who have made outstanding contributions to Laboratory efforts.

Eligibility

To be eligible for PRL the candidate must:

- Be a regular full-time exempt employee,
- Have made outstanding contributions to Laboratory efforts, and
- Have a workable plan of research or other activity that is relevant to a Laboratory program and to the candidate's expertise.

Length of Leave

The External PRL shall not exceed 6 months.

If the PRL assignment involves foreign travel, for approval and adherence to DOE Order 551.1B, please contact the Science and Technology Base Program Foreign Travel Office (STB-FT), who manages the foreign travel process for all Laboratory personnel.

Contact: Yolanda Sanchez, HR Staffing Services Group, 665-2430.

How to Apply

Application forms are available from HR Staffing Services Group.

The necessary approvals for the Professional Renewal Leave (PRL) are the cognizant Group Leader and Division Director. HR Staffing Services Group coordinates the final details of the leave and furnishes the employee with needed information.

Laboratory policy for the Professional Renewal Leave Program (PRL) can be found in [am412](#) of the Policy Manual.

Professional Renewal Leave (PRL) Program Application

(Please type)

1. Name _____ Group _____ Division _____

Z# _____ Phone _____ MS _____

Indicate dates of continuous, regular, full-time employment at the Laboratory.

2. State name(s) and address(s) of the institution(s) and the person(s) with whom arrangements have been made for the PRL:

3. State the specific dates for the PRL.

4. Have you been on a previous PRL? If yes, state dates and place where you visited.

5. State description of work/research to be performed during the PRL.

6. State the immediate and long-range benefits expected to accrue to a specific Laboratory program.

7. State the professional benefit that the leave is expected to bring to you.

8. A statement of your intention to return to work at the Laboratory after completion of your leave is required. You may sign the statement (*below*) or provide an alternative signed statement of your own. If an alternative statement is given, cross out the suggested words and use the space provided on the following page.

"I intend to return to work at the Laboratory after completion of the Professional Renewal Leave, thereby, ensuring a return to the Laboratory on its investment."

Alternative Statement:

Applicant's Signature

Date

Attach Invitation/Agreement Letter from Host Institute

Group Leader

9. Provide an evaluation of the participant's request in view of the purpose of the program, eligibility, and benefit to the Laboratory/DOE programs.

Group Leader Recommendation

Your signature indicates that you have discussed the above questions with the PRL applicant and recommend the program.

☐ Yes ☐ No

Group Leader Signature

Date

Division Director Approval

☐ Yes ☐ No

Division Leader Signature

Date